

*Minutes*

**Mathematics Department Meeting, Florida SouthWestern State College**

Dr. Ivana Ilic, Mathematics Department Chair

August 19, 2020 2:15 AM – 3:45 PM

Meeting location: **Zoom** meeting; Meeting ID: 973 6647 2482

Join Zoom Meeting:

<https://fsw.zoom.us/j/97366472482?pwd=ZWxrTGI2UIRmR010SGcvVDg4bWpzZz09>

In attendance:

Faculty	Present	Absent	Excused	Faculty	Present	Absent	Excused
Cheban Acharya	x			Ivan Melendez	x		
Tatiana Arzivian	x			Kristi Moran	x		
Rona Axelrod	x			Douglas Nering	x		
Karen Buonocore	x			Bharat Patel	x		
Robert Cappetta	x			Cindy Quehl	x		
James Chan	x			Donald Ransford	x		
Michael Chiacchiero	x			Joseph Roles	x		
Tina Churchill	x			John Salem	x		
Sabine Eggleston	x			Elizabeth Schott	x		
Rebecca Gubitti	x			Sandra Seifert	x		
Beverly Hall	x			Christine Smith	x		
Ivana Ilic	x			William Stoudt	x		
David Licht	x			Dimitry Yusin	x		
Kelsea Livingstone	x			Terry Zamor	x		
Douglas Magomo	x			Duval Zephirin	x		
Daniel Marulanda	x			Jaime Zlatkin	x		

In attendance: Donald J. McGarey, Ph.D., Dean, School of Pure and Applied Sciences

- I. Adoption of Agenda: Agenda adopted as presented. Meeting called to order at 2:25 PM.  
This is the first Mathematics Department meeting for Fall 2020.
- II. Approval of Minutes: April 30<sup>th</sup>. Minutes approved as presented. All in favor, none opposed no abstentions.
- III. New faculty welcome and introduction

New faculty are welcomed: full time faculty: Robert Cappetta, Professor Mathematics and Dmitry Yusin, Professor Mathematics and adjunct faculty: Mitchell Vitale.

- IV. Success, Accomplishments, Announcements. Several mathematics faculty participated in working groups i3, Faculty Senate, etc. Individual faculty reported certification completed: online teaching certification, live online certification, online course development certification, QM certification, attending Summer Faculty Institutes professional development.

Three mathematics online courses have been developed: MAT 0057, MAT 1100, MAC 1147.

- V. AY 2020-2021 Mathematics Department Meetings Schedule

Date/Time: Second Friday of the month 9:00 AM-11:00 AM

Tentative dates: 9/11, 10/9, 11/13, 1/8, 2/12, 3/12, 4/9

Location: Remote (Zoom) link to be sent

2020-2021 Academic Committees Meeting Schedule (TBA)

- VI. AY 2020-2021 Community of Best Practices Mathematics Schedule

Date/Time (Tentative): second Friday of the month, following Mathematics Department meeting.

- VII. Adjunct Faculty Mentors

New adjunct/dual enrollment faculty members should begin the portfolio review process in the first semester in which they teach with a classroom or online observation by the adjunct faculty mentor (AFM) or Dean/Department Chair/Coordinator and the electronic submission of a mini-portfolio in Canvas by the second Friday in February. All concurrent (dual-enrollment) faculty will go through the entire review process (mentor/classroom observation/mini-portfolio) on an annual basis.

The following mathematics full time faculty expressed interest to be adjunct faculty mentors:

Don Ransford, Cindy Quehl, Cheban Acharya, Tina Churchill, Duval Zephirin, Douglas Magomo, Rona Axelrod. Availability and assignment(s) will be coordinated.

FSW Portal Document Manager: Browse » Folders » Academic Affairs » Adjunct Faculty

to find: Adjunct Portfolio Guidelines 2020-2021, Classroom Observation Form, Adjunct Faculty Online Observation Form

Adjunct Faculty mentors attend “Building Community through Faculty Mentoring” workshop in the TLC.

Adjunct Faculty Mini-Portfolio process has been updated.

Professor Kelsea Livingston is faculty mentor to both new full time faculty: Robert Cappetta and Dmitry Yusin.

VIII. AY 2020-2021 Mathematics Course Coordinators

The following faculty volunteered to coordinate the specific course: Professor Duval Zephirin-MAT 1033, Professor Daniel Marulanda –MAT 1100, Dr. Sandra Seifert-MAC 1105. Motion for the mentioned faculty to coordinate corresponding courses for the AY 2020-2021 unanimously passed.

Current list of mathematics course coordinators for AY 2020-2021:

MAT 0057 Mathematics for College Success- Terry Zamor, Karen Buonocore

MAT 1033 Intermediate Algebra- Cheban Acharya, Duval Zephirin

MAT 1100 Mathematical Literacy for College-Daniel Marulanda

MAC 1105 College Algebra-Sandra Seifert

MAC 1114 Trigonometry-David Licht (Ground), Sabine Eggleston (Online)

MAC 1140 Pre-Calculus Algebra - Beverly Hall

MAC 1147 Pre-Calculus Algebra/Trigonometry- Douglas Magomo

MAC 2233 Calculus for Business and Social Science I-Michael Chiacchiero

MGF 1106 Mathematics for Liberal Arts I - Cheban Acharya

MGF 1107 Mathematics for Liberal Arts II - Cheban Acharya

STA 2023 Statistical Methods I - Tatiana Arzivian

MAC 2311 Calculus with Analytical Geometry I - Christine Smith (Ground), Elizabeth Schott (Online)

Professor Bharat Patel will join Sandra Seifert to coordinate MAC 1105.

IX. Learning Assessment Coordinator

Learning Assessment Coordinator for Mathematics Department position is vacant. Faculty can nominate themselves.

X. Initial Granting of Continuing Contract Review Subcommittee

Professor Tina Churchill is up for the IGCC Review.

“Departments with faculty members intending to apply must form an IGCC Review

Subcommittee by the third Friday of September. IGCC Review Subcommittees will consist of

three faculty members who are on continuing contract. Faculty may serve on multiple IGCC

subcommittees. Departments will select two members and the third member will be selected by

the faculty member up for review. Participation in subcommittees is voluntary. “

The following IGCC Review Subcommittee is formed: Dr. Elizabeth Schott, Dr. Rebecca Gubitti, Professor Christy Smith (selected by faculty up for review).

XI. MyLabsPlus / MyLab Math

Updates: Sabine Eggleston. Zoom Meeting with Pearson representatives took place during Summer 2020. Present at the meeting were Pearson representatives, Dr. Donald McGarey, Dean, School of Pure and Applied Sciences, Dr. Rozalind Jester, Director eLearning (now Assistant Vice Provost, Online Learning), faculty: Professor Sabine Eggleston, MyLabsPlus Coordinator and Dr. Ivana Ilic, Mathematics Department Chair. Sunset of MyLabsPlus in Fall 2021.

MyLabsPlus software accompany Pearson textbooks currently used in the following mathematics courses: MAT 0057, MAT 1033, MAT 1100, MAC 1105, MAC 1140, MAC 1114, MAC 1147, MGF 1106, MGF 1107, STA 2023. MyLabMath is used in MGF 1113.

Discussion took place on how to proceed with courses migration from MyLabsPlus to MyLab Math. Proposal was made to migrate courses in two phases (possible first group in the Spring 2021, second group in Summer 2021 but none of the courses later than Fall 2021). Discussion took place which courses would be migrated first. Suggestion was made to migrate MAC courses first, additionally faculty proposed that MGF courses should be included in the first course group. Proposal was made that STA course to be included and confirmed that MAC 1140/114/1147 should be included as well. After discussion, motion was made by Professor Don Ransford, second by Douglas Magomo, to migrate all above mentioned courses at once. Motion passed (27 in favor, 1 opposed, 1 abstain). Number of courses that can be migrated to MyLab Math and the schedule of migration is subject to technical capacities, publisher's availability to support such migration, availability of FSW IT, FSW eLearning, etc.

XII. Return to Campus Plan

Return to Campus Plan is posted on the page: <https://www.fsw.edu/reconnect>

Plan contains detail information about Social Distancing/Safety Requirements, Face Coverings. Return to Campus Plan was also presented in the previous meeting (School of Pure and Applied Sciences) during the day. Special measures are in place in classrooms to ensure distancing, hygiene, etc.: Fall 2020 Classroom preview (video available at: <https://www.fsw.edu/reconnect>)

XIII. Fall 2020 Course Delivery Modalities

For each course delivery modality the following was discussed: FSW Online Certification Requirements, Classroom Technology Requirements, Faculty Technology Requirements, Student Technology Requirements.

- [FSW Course Delivery Modalities](#) -modality descriptions, with instructional technology requirements for classrooms, students, and professors.
- [FSW Virtual Classroom Standards](#) - information for professors and students interacting through Zoom and other remote technologies.
- [Course Delivery Flexibility](#) - overview of the teaching modalities, has been updated with additional information for students.

#### XIV. Certification, Professional Development and Training

Certification requirements for each teaching modality are given in the table on the following web page: [FSW Course Delivery Modalities](#)

FSW offers the following Online Instructor Certifications:

- Online Teaching Certification
- Live Online Teaching Certification
- Online Course Design Certification

[Online Teaching Certification Enrollment Request](#) – this certification includes a course that ensures online instructors have mastery over Canvas and also includes a required meeting to review and discuss FSW’s expectations for online instruction. **Required for asynchronous FSW Online courses and FSW Live Online courses.**

[Live Online Teaching Certification Enrollment Request](#) – this certification is a short course to ensure mastery over Zoom and learn about FSW’s new standards for teaching via a virtual classroom. **Required for modalities that use a virtual classroom - Live Online and Live Flex.**

**To teach Live Online, both certifications are required.**

XV. Zoom Privacy & Security

Zoom Privacy & Security Statements:

<https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=104276>

Protect Participant Privacy: what NOT to record and what can be recorded

<https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=110975>

In general, **student meetings and classes should NOT be recorded unless necessary.**

Instructors that intend to record sessions should include language in the syllabus about the purpose of Zoom recordings and the protection of student information as described on the page

*How To: Protect Participant Privacy when Recording with Zoom:*

<https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=110975>

Instructors and students are encouraged to adopt the following settings and practices: only use your FSW Zoom account to create and attend meetings; allow only the host to share the screen; if necessary, allow others to do so on a case-by-case basis during the meeting; enable waiting rooms; require passwords; participants can be removed when disruptive; disable "Join meeting before host".

XVI. FSW Standards for Virtual Classrooms

FSW Standards for Virtual Classrooms are available at <https://www.fsw.edu/online/standards>

Included are: Classroom Attendance, Audio-Video Expectations, Physical Location, Privacy and Security Considerations, Virtual Classroom Standards of Conduct, Virtual Classroom Etiquette, Best Practices.

XVII. Canvas (templates, master courses)

[Instructor Information Station](#) is available in the Faculty Resources menu in Canvas.

All Canvas courses, for all modalities, will be automatically published at 8:00 a.m. on Monday, August 24 and should include a copy of the course syllabus. Canvas Gradebook is continued to be used. [Course templates](#) are available in Canvas Commons for traditional, Blended, Live Flex or Live Online courses. Canvas "Master Courses" containing subject matter content can be requested from eLearning **for Online courses** using the [Course Import Request Form](#).

Exams/quizzes that are located in online master courses and that are proctored by Proctorio in online courses, need to be proctored by Proctorio if used. Unpublish Canvas course content that is not used.

XVIII. Fall 2020 Syllabi

To be included in syllabi:

- Syllabus statement about distancing, face coverings, etc.
- Information about instructional modality: FSW Traditional (face-to-face), FSW Live Online (Zoom/synchronous), FSW Online (asynchronous), FSW Blended, or FSW Live Flex (synchronous).
- Proctorio information if Proctorio is used (Online, Live Online, Blended)
- Required course materials
- Final exam date and time according to the Final Exam Schedule, location

Syllabi should be sent to Mathematics Department Chair [ivana.ilic@fsw.edu](mailto:ivana.ilic@fsw.edu) prior first day of classes.

**The following statement must be included in ALL Fall 2020 syllabi:**

*Students must follow the social distancing guidelines as elaborated by the faculty to include following any and all directions for seating and moving around the classroom. Properly worn face coverings (shielding nose and mouth) are required in classrooms. Social distancing, face coverings and good hygiene (specifically hand washing) are critical elements for safety of all. Students enrolled in classes where close contact between persons is likely may have additional Personal Protective Equipment (PPE) requirements on campus and in clinical sites as elaborated by the course instructors. Absolutely no eating or drinking is permitted in the classrooms. The College is committed to making reasonable modifications to its rules, policies, and practices as required by law to afford individuals with disabilities equal opportunity to access its programs, services, and activities.*

XIX. Proctorio requirements (Online, Live Online and Blended courses)

Syllabus templates are located on FSW Portal Document Manager:

Browse » Folders » Academic Affairs » 2020-2021 Syllabi Templates » School of Pure & Applied Sciences » Mathematics » Mathematics

To create syllabus for the course, faculty download FSW syllabus template from FSW Portal Document Manager and then use syllabus samples from MathWebsite for the information to be included (for example which textbook is used, what topics should be covered in the course, etc). Canvas course MATH WEBSITE: <https://fsw.instructure.com/courses/797466> contains syllabus samples with information about the course materials, list of topics covered, etc.

XX. Academic integrity, Proctorio exams

Academic integrity, exam settings-professor Tina Churchill

Professor Churchill emphasized that common exams in Canvas should have setting “View Responses” to NO in order NOT to allow students to see responses (questions and correct answers). During Summer, transferred shell from previous semester into Summer Canvas shell one of the chapter quizzes dropped all the Proctorio settings, including requirements and video. Professor Churchill suggests: before a student takes any Canvas proctored assignment enter the edit screen for the quiz and verify the Proctorio settings, even if the exam was transferred from another Canvas shell from the previous semester.

Proctorio exam requirements in mathematics courses:

- External webcam requirement
  - In mathematics courses common exams proctored by Proctorio students use whiteboard, marker, eraser instead of paper/pencil.
  - All applications that are not essential for running the exam should be closed down and taskbar should be visible for the entire duration of the exam.
- Requirements for students taking exams proctored by Proctorio need to be stated in the course Syllabus and in the exam instructions.
  - Exams that are within Canvas Master Courses, if given, need to be proctored by Proctorio, or unpublished if are not used but still in the Canvas course.
  - It is confirmed by eLearning that for the Fall 2020 Proctorio can be used in Online, Live Online and Blended courses and that it should NOT be used in Traditional face-to-face or Flex courses.

XXI. New online mathematics courses developed: MAT 0057, MAT 1100, MAC 1147

MAT 0057-Developed by Terry Zamor, Douglas Nering

MAT 1100- Developed by professor Daniel Marulanda

MAC 1147-Developed by professor Libby Schott (additionally MAC 1140 update)

Online courses updated during Summer 2020:

MGF 1107 -Updated by Cheban Acharya

MAC 1140 -Updated by Libby Schott.

XXII. Course Level Assessment

Common Course Assessment will be utilized across any new modalities just as it has in the past with both traditional ground classes and previously asynchronous-only online classes.



Guide for Integrating Assessment Plans with New Fall 2020 Modalities

<u>Pre-Pandemic assessment tool</u>	<u>Fall 2020 Modality</u>	<u>Post-Pandemic assessment tool</u>
Scantron	Ground	No change
Scantron	Online or Live Online	Must switch to Canvas
Scantron	Blended	Option of Scantron or Canvas
Scantron	Flex	Option of Scantron or Canvas
Canvas	Any modality	No change needed

Course level assessment: departmental final exams in MAT 1033, MAT 0057, MAC1105, MAC1140 and MAC1114.

XXIII. Update on Departmental Summer Groups-Don Ransford

Several working groups are formed with the goal to lay some groundwork during the summer, but work will primarily take place in the fall.

- FSW Summer Math Teacher' Institute 2021
- Mathematics Department Technology Review (Calculator Usage, Online Homework Systems, Online Course Development, Math Department CANVAS Resources, Math Department Webpage, Math Department Advising Tools)
- MGF 1121 Introduction to Logic course proposal
- Syllabus Review (Math Department Requirements and/or Recommendations, Course Objectives, Integral and Supplemental Gen Ed Objectives)
- Course Sequencing (Pathways, Co-requisites, Diagnostic Tools)

XXIV. MAC 2233 Calculus for Business and Social Sciences: Hawkes Learning Courseware

Hawkes Learning Courseware used, Single Sign On and Grade Sync options.

Online sections run in Summer 2020, several course sections scheduled for Fall 2020.

XXV. Gradebook

Canvas Gradebook requirement is the same as in previous semester ("gradebook set up in Canvas should reflect the grading structure outlined in your syllabus and include a record for all assignment grades that contribute to the final course grade"). The following is set of instructions how to transfer scores (at the end of the semester) from MyLabsPlus to Canvas:

VIDEO: [Importing MLP Assignments Into Canvas](#)

STEP-BY-STEPGUIDE: [How To: Import MLP Assignments Into Canvas](#)

XXVI. Technology; Classrooms; Technical Support

Workspace locations on Campuses: adjunct faculty; Offices: full time faculty.

If classroom is needed for teaching your Live Online class: send request to Dean to reserve classroom.

Equipment Requests (webcam, laptop or other equipment):

[Request Technology Equipment Checkout](#)

New printers are installed.

U-112B Thomas Edison Campus (Lee): new printer/copier, shredder, scantron machine, and faculty mailboxes.

### **Enhanced Wi-Fi Parking Lots**

Wi-Fi will continue to be offered on campus with the addition of enhanced Wi-Fi available in the following parking lots for students. See these [instructions for logging in](#).

[Lee: Lot 8](#) (behind building O)

[Collier: Lot 6](#) (between buildings N, E, & J)

[Charlotte: Lot 4](#) (near building O)

[Hendry/Glades: All Parking Lots](#)

The FSW instructional design team available in the week of August 17, except Wednesday, for virtual drop-in support via Zoom. Get assistance with Canvas, Proctorio, course imports and more between 10 a.m.-2 p.m. at <https://fsw.zoom.us/j/94258634434>.

For general technology assistance visit [www.fsw.edu/helpdesk](http://www.fsw.edu/helpdesk) for walk-in hours, to live chat and/or to submit a support request.

XXVII. Student Services

<https://www.fsw.edu/reconnect#services>

Academic Support

<https://www.fsw.edu/academicsupport>

XXVIII. Committee updates

XXIX. Faculty updates

XXX. New business

XXXI. Adjourn 16:00 pm